

Approved For Release 2000/08/28 : CIA-RDP78-03568A000700150058-5

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Security Information

13 January 1953

MEMORANDUM FOR: Deputy Director (Administration)
THRU : Chief, Classification and Wage Administration
Division
SUBJECT : Changes in EE Division Headquarters T/O

1. It is requested that the following change in the EE
Division Headquarters T/O be authorized:

EE/PW

FROM: GS-318-5/7-78, Secretary-Steno
TO : GS-301-5 -78, Clerk-Typist

2. This request is based upon a realistic approach of
refraining from labeling our positions so as to require steno-
graphic qualification in those positions where such duties are
in minority and could be performed by someone other than a
qualified stenographer.



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EE/CAL

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